

NORTH CAROLINA GENERAL COURT OF JUSTICE  
COUNTY OF ORANGE/CHATHAM

\_\_\_\_\_  
Plaintiff

Notice for Custody Mediation  
**ORIENTATION**

\_\_\_\_\_  
Defendant

(A copy of this form MUST be sent by the Moving Party to the Responding Party and shall operate as both Parties' Notice to Attend)

Pursuant to N.C.G.S. 50-13.1 ([www.nccourts.gov](http://www.nccourts.gov)) the above captioned case has been set for mandatory mediation of custody and visitation issues. Unless parties have attended Orientation in the last three years, **parties are required to participate in Orientation prior to mediation even if mediation is to be waived** (Local Rule 3 A) in order to prepare the parties to discuss the issues involved. Local 15B Rules are located at: <https://www.nccourts.gov/assets/documents/local-rules-forms/1248.pdf>.

Therefore, Notice is hereby given to the parties to appear for the (Virtual & Self-Directed) Custody Mediation **Orientation**. Your subsequent, **individualized, mediation session** will be scheduled upon receipt of the Orientation class completion [auto generated from AOC upon completion]. This (Virtual /Self-Directed) Orientation should be completed within 10 days of Certificate of Service. Follow the links:

**WATCH:** <https://www.nccourts.gov/form/child-custody-mediation-orientation> You are required to watch the full orientation. At the completion of the orientation, click "continue" in the lower left-hand corner. This "continue" button is NOT available if you access the video via YouTube, so please use the link where you will need to fill out the box that verifies your participation (an auto-completion email will be generated, please retain your copy for proof of attendance...)

**READ:** <https://www.nccourts.gov/documents/publications/putting-children-first-orientation-booklet-for-families-in-transition>

**FILL Out & Email:** <https://www.nccourts.gov/documents/forms/custody-mediation-intake-form> (Mediators cannot schedule your session until this is received. **SEND this Confidential Intake/questions to: [Kirsten.B.Atkinson@NCCOURTS.ORG](mailto:Kirsten.B.Atkinson@NCCOURTS.ORG)**)

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PARTIES WHO FAIL TO COMPLY WITH THIS NOTICE MAY BE SUBJECT TO THE CONTEMPT POWERS OF THE COURT. The Orientation Program focuses on the purpose and benefits of mediation; preparing the parent for negotiations; and offers tools/resources for navigating two households.

CERTIFICATE OF SERVICE

**I HEREBY CERTIFY that a copy of this Notice has been served in the following manner:**

by Sheriff's Service OR  by depositing a copy thereof in the United States mail in a properly addressed, postpaid envelope to:

\_\_\_\_\_  
Name Address City, State, Zip  
**AND, a copy of this document (per local rules) has been provided to:** [Kirsten.B.Atkinson@nccourts.org](mailto:Kirsten.B.Atkinson@nccourts.org)  
(~or mailed to: 15B Custody Mediation Office, 106 East Margaret Lane, Hillsborough, North Carolina 27278).

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Moving Party or Custody Mediator

**~15B Clerk to file-stamp this Notice and place this in the court file to inform the courts that the required NOTICE has been sent. (REVISED January 2022)**

# Mediation Process

**START HERE**  
**FILE CASE** (You need CVD# from Clerk)

**NOTICE\*** your co-parent, (per local Rules) and send E-Copy of File-stamped Motion (whether new case or Modification) to Custody Mediator

[Kirsten.b.Atkinson@nccourts.org](mailto:Kirsten.b.Atkinson@nccourts.org)

1) **Watch** online Orientation from NOTICE (forward your auto-generated attendance-confirmation to Mediator)

2) **Email** your Confidential Intake to Mediator

3) **Check** your SPAM for OUTLOOK invite

## ZOOM Mediation Session

\*You must attend per NCGS unless waived by a Judge. FYI~no attys; no children in Session and we follow court protocols

NOTHING SCHEDULED YET?? Did you fully complete #1& #2 on previous box?

If Either party does NOT attend ONLINE hyperlinks w/in 10 days of Certified NOTICE .....

Possible Extra Session

*If no agreement in Mediation session(s)*

*If draft is not approved/signed*

Draft Written

Case released. Parent Calendars to Court thru Clerk or atty

Possible Extra Session for corrections

A) 10 days to review & submit changes by you/your atty.  
-or-  
B) Signed by Parties; then approved by Judge  
**(No court necessary!!!)**

**Closed**  
**(Agreement = Order)**

**Court**  
**(Order made by Judge)**

Life Changes? File for Modification!!

A) File AOC Form#634with Clerk

B) Notify Co-parent & CUSMED Office

C) Go directly to a mediation (no Orientation needed if within 3 years)